

Fall Vacancy Report Instructions:

All districts are required to submit a Fall Vacancy report by September 1st. During the second semester, districts will update assignment data from the first semester report as applicable. The Fall Vacancies report will capture the following assignment data:

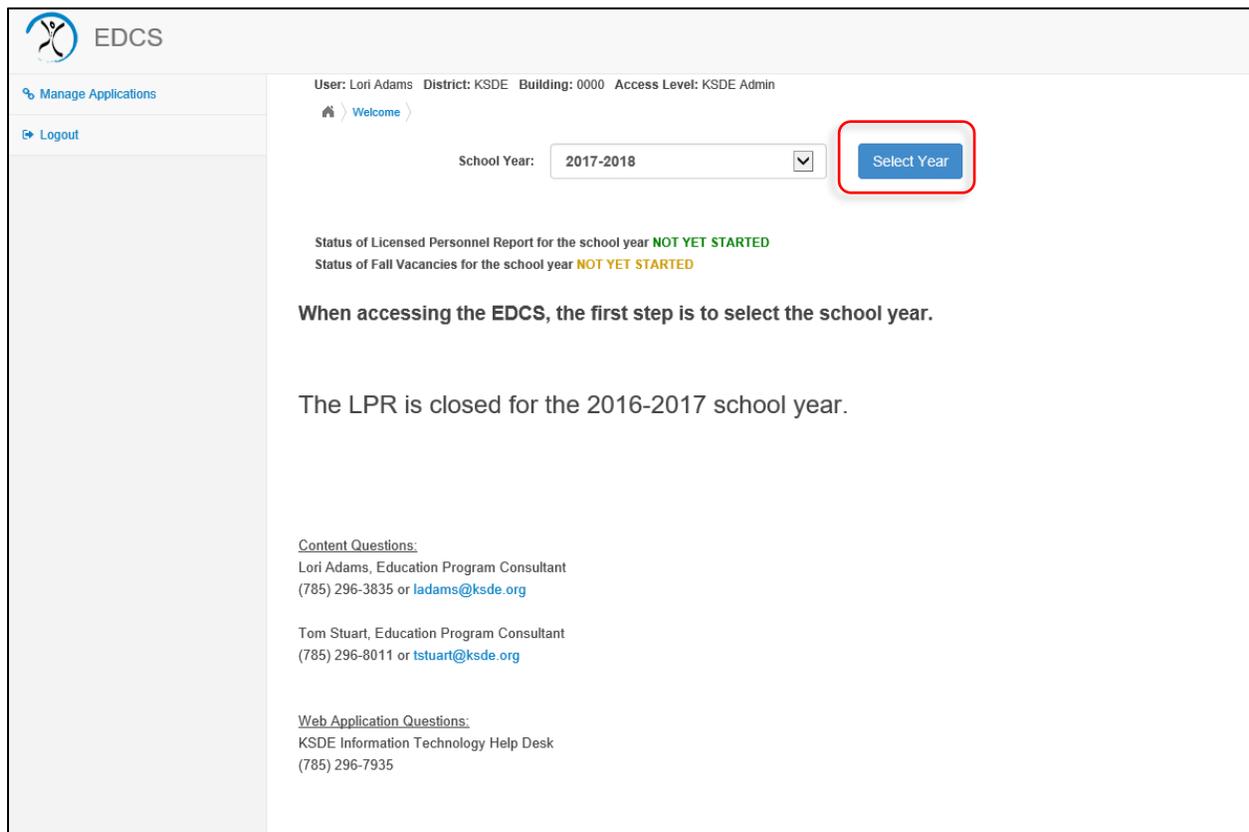
1. Elementary/Early Childhood assignments
2. Middle/Secondary/SPED/Specialist/Leadership assignments
3. CTE Assignments
4. Pathways Not Taught

Definition of Vacancy for this report: Any licensed position not filled at all OR filled by an individual who is not appropriately licensed for the assignment.

Note: A position filled with an individual who has a waiver or provisional license is not a vacancy.

The Fall Vacancies Report is a report completed in the KSDE web application Educator Data Collection System (EDCS).

When entering the EDCS, the first step is to select the school year.



The screenshot shows the EDCS (Educator Data Collection System) web application interface. The top left corner features the EDCS logo and the text "EDCS". Below the logo, there are two navigation links: "Manage Applications" and "Logout". The main content area displays the user's login information: "User: Lori Adams District: KSDE Building: 0000 Access Level: KSDE Admin". Below this, there is a "Welcome" message. The "School Year" dropdown menu is set to "2017-2018", and a red box highlights the "Select Year" button. Below the dropdown, the status of the Licensed Personnel Report (LPR) and the Fall Vacancies report for the school year is shown as "NOT YET STARTED". A bolded instruction states: "When accessing the EDCS, the first step is to select the school year." Below this, it says "The LPR is closed for the 2016-2017 school year." At the bottom, there are contact details for "Content Questions" and "Web Application Questions".

EDCS

Manage Applications

Logout

User: Lori Adams District: KSDE Building: 0000 Access Level: KSDE Admin

Welcome

School Year: 2017-2018

Select Year

Status of Licensed Personnel Report for the school year **NOT YET STARTED**

Status of Fall Vacancies for the school year **NOT YET STARTED**

When accessing the EDCS, the first step is to select the school year.

The LPR is closed for the 2016-2017 school year.

Content Questions:
Lori Adams, Education Program Consultant
(785) 296-3835 or ladams@ksde.org

Tom Stuart, Education Program Consultant
(785) 296-8011 or tstuart@ksde.org

Web Application Questions:
KSDE Information Technology Help Desk
(785) 296-7935

The Fall Vacancies report is listed under the “Staff Data” section listed on the left side of the page.

EDCS

User: Lori Adams District: KSDE Building: 0000 Access Level: KSDE Admin

Manage Applications

Logout

Welcome

Staff Data

Fall Vacancies

License Personnel Report

Reports

User Manual

EDCS Home/Help Pages

Admin

School Year: 2017-2018 Select Year

Status of Licensed Personnel Report for the school year **NOT YET STARTED**

Status of Fall Vacancies for the school year **NOT YET STARTED**

When accessing the EDCS, the first step is to select the school year.

The LPR is closed for the 2016-2017 school year.

Content Questions:

Lori Adams, Education Program Consultant
(785) 296-3835 or ladams@ksde.org

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(785) 296-8011 or tstuart@ksde.org

Web Application Questions:

KSDE Information Technology Help Desk
(785) 296-7935

Once in the Fall Vacancies screen, the district needs select “Do Not Have Vacancies” or “Have Vacancies”

User: Lori Adams District: D0202 Building: 0000 Access Level: District

Staff Data Fall Vacancies

Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies

Do Not Have Vacancies

Have Vacancies

Elementary Vacancies

No Elementary Vacancies

Add Elementary Vacancy Entry

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

No Vacancies

Add Vacancy Entry

CTE Vacancies

No CTE Vacancies

Add CTE Vacancy Entries

Pathways Not Taught

No Pathways

Add Pathway Not Taught

Elementary and Early Childhood Vacancies

In the Elementary Vacancies section, districts will report vacant positions for elementary and early childhood. To begin entering a position, select the “Add Elementary Vacancy Entry” button and select the blue pencil to edit.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
Staff Data Fall Vacancies
Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Need Selection -	- Select Subject -						- Select Vacancy Reason -

[Add Elementary Vacancy Entry](#)

Select Elementary or Early Childhood in the Educator Type section.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
Staff Data Fall Vacancies
Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Select Educator Type	Select Educator Type First						- Select Vacancy Reason -

[Add Elementary Vacancy Entry](#)

User: Lori Adams District: D0202 Building: 0000 Access Level: District
Staff Data Fall Vacancies
Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Elementary	----- Select Subject -----						No Applicants

When Elementary is selected, Single Grade Self-Contained or Departmentalized needs to be selected as the subject.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
Staff Data Fall Vacancies
Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Elementary	----- Select Subject -----						- Select Vacancy Reason -

Select Single Grade Self-Contained for each self-contained classroom vacancy. Then select the Vacancy Reason.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
 Staff Data Fall Vacancies
 Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Elementary	Single Grade Self Contained						- Select Vacancy Reason - - Select vacancy Reason - Budget Personnel No Applicants No fully-qualified applicants based on endorsement area No fully-qualified applicants based on professional attributes Preferred a specific non-fully qualified applicant over fully-qualified applicant(s) Qualified applicant refused offer for position

Add Elementary Vacancy Entry

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies
 No Vacancies

Add Vacancy Entry

Lastly, select the blue disk to save the vacancy. If another entry is needed to be entered, select “Add Elementary Vacancy Entry” and begin again.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
 Staff Data Fall Vacancies
 Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Elementary	Single Grade Self Contained						No Applicants

Add Elementary Vacancy Entry

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

If an assignment is subject specific, select “Departmentalized” for the subject.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
 Staff Data Fall Vacancies
 Status of Fall Vacancies for the school year: IN PROGRESS

Fall Vacancies
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Elementary	Single Grade Self Contained ----- Select Subject ----- Single Grade Self Contained Departmentalized						No Applicants

Add Elementary Vacancy Entry

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

Selecting Departmentalized will allow the section of the specific assignments the one vacancy encompasses. All subjects the one vacant position will fill should be selected. For example, if the vacant position is for Math and computers, Math should be selected and computers should be entered in the “other” section.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
[Staff Data](#) [Fall Vacancies](#)

Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies ●

Do Not Have Vacancies

Have Vacancies

Elementary Vacancies ●

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No Applicants

[Add Elementary Vacancy Entry](#)

User: Lori Adams District: D0202 Building: 0000 Access Level: District
[Staff Data](#) [Fall Vacancies](#)

Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies ●

Do Not Have Vacancies

Have Vacancies

Elementary Vacancies ●

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Elementary	Departmentalized	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computers	No Applicants

[Add Elementary Vacancy Entry](#)

If Early Childhood is selected, the subject options are General Education, Special Education, or Integrated (Special Education and General Education). The appropriate early childhood type should be selected then then follow the steps for selecting the vacancy reason and saving the entry as listed above.

User: Lori Adams District: D0202 Building: 0000 Access Level: District
[Staff Data](#) [Fall Vacancies](#)

Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies ●

Do Not Have Vacancies

Have Vacancies

Elementary Vacancies ●

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Early Childhood	- Select Subject -						No Applicants

[Add Elementary Vacancy Entry](#)

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

The next section is of vacancies is the Middle Level/Secondary/SPED/Specialist/Leadership Vacancies. To enter a vacancy in this section, select the “Add Vacancy Entry” button.

User: Lori Adams | District: D0202 | Building: 0000 | Access Level: District
Staff Data | Fall Vacancies

Status of Fall Vacancies for the school year: **IN PROGRESS**

Fall Vacancies ●
 Do Not Have Vacancies
 Have Vacancies

Elementary Vacancies ●

Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
Early Childhood	Integrated					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> No Applicants

[Add Elementary Vacancy Entry](#)

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

[Add Vacancy Entry](#)

To begin editing the entry, select the blue pencil.

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

Educator Type (Non Elementary)	Subject Area	Non-Teaching		Vacancy Reason
- Need Selection -	- Select Subject Area -		<input checked="" type="checkbox"/>	- Select Vacancy Reason -

[Add Vacancy Entry](#)

To complete the vacancy entry, select the appropriate educator type, subject area, non-teaching area (for specialist and leadership), and vacancy reason. Then select the blue disk to save the entry. If another entry is needed, select the Add Vacancy Entry button and begin again.

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

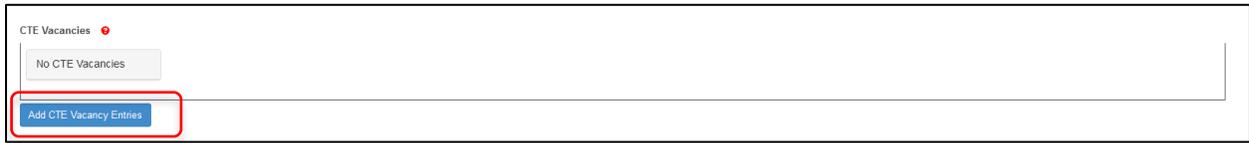
Educator Type (Non Elementary)	Subject Area	Non-Teaching		Vacancy Reason
<input type="text" value="- None Selected -"/>	<input type="text" value="- None Selected -"/>	<input type="text" value="N/A"/>	<input checked="" type="checkbox"/>	<input type="text" value="- Select Vacancy Reason -"/>

- None Selected
- Leadership/Administration
- Middle School Teacher
- Migrant Educator
- School Specialist
- School Support
- Secondary Teacher
- SPED/ESOL Teacher

[Add CTE Vacancy Entries](#)

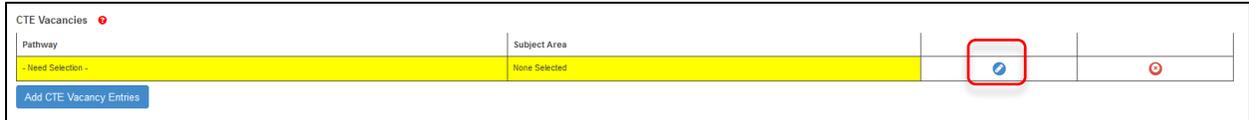
CTE Vacancies

The third vacancy type is CTE Vacancies. This section is for reporting vacant positions in pathways the district has approved. To begin a reporting a CTE Vacancy, select the “Add CTE Vacancy Entry” button.



The screenshot shows the 'CTE Vacancies' header with a red error icon. Below it is a text input field containing 'No CTE Vacancies'. At the bottom left, a blue button labeled 'Add CTE Vacancy Entries' is highlighted with a red rectangular box.

To begin editing the CTE Vacancy, select the blue pencil.



The screenshot shows a table with two columns: 'Pathway' and 'Subject Area'. The first row has a yellow background and contains '- Need Selection -' and 'None Selected'. To the right of the table, a blue pencil icon is highlighted with a red rectangular box. Below the table is a blue button labeled 'Add CTE Vacancy Entries'.

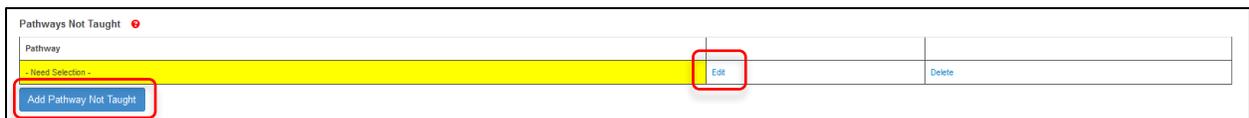
Select the pathway from the list of approved pathways and then select the subject area. To save the entry, select the blue disk. If another entry is needed, select the Add CTE Vacancy Entry button.



The screenshot shows the 'CTE Vacancies' form with two dropdown menus. The first dropdown is labeled 'Pathway' and the second is labeled 'Subject Area', both containing 'None Selected'. To the right of the 'Subject Area' dropdown, a blue disk icon is highlighted with a red rectangular box. Below the form is a blue button labeled 'Add CTE Vacancy Entries'.

Pathways Not Taught

The final vacancy section is “Pathways Not Taught”. This section is for reporting pathways the district would like to offer but cannot due to not having appropriate staff members to teach the courses in the pathway. To begin this section, select the “Add Pathway Not Taught” button. To begin entering the vacancy information, select “Edit”



The screenshot shows the 'Pathways Not Taught' header with a red error icon. Below it is a text input field containing '- Need Selection -'. To the right of this field, an 'Edit' button is highlighted with a red rectangular box. Below the field is a blue button labeled 'Add Pathway Not Taught'.

Enter the Pathway name and select “Update”



The screenshot shows the 'Pathways Not Taught' form with a dropdown menu labeled 'Pathway' containing '- Select Pathway -'. To the right of the dropdown, an 'Update' button is highlighted with a red rectangular box. Below the form is a blue button labeled 'Add Pathway Not Taught'.

Submitting the Report

Once all vacancy information has been entered, select the “Submit Vacancy Entries” button at the bottom of the screen.



The screenshot shows the 'Pathways Not Taught' form with a dropdown menu labeled 'Pathway' containing '- Select Pathway -'. To the right of the dropdown, an 'Update' button is visible. Below the form is a blue button labeled 'Add Pathway Not Taught'. At the bottom of the screen, a grey bar contains a blue button labeled 'Submit Vacancy Entries' and a smaller blue button labeled 'Allow ReSubmit'. The 'Submit Vacancy Entries' button is highlighted with a red rectangular box.