

CAPS Vacancy Report

This information is used for reports to the Federal Government, planning by the Kansas State Board of Education, the Kansas Legislature, universities and colleges, and local education agencies. This report is the ONLY collection of data on non-KSDE licensed personnel in special education positions such as paraeducators, Nurses, Speech Language Pathologists, Physical Therapists, etc.

INSTRUCTIONS:

- 1) This report is for unfilled positions that occur during the CURRENT school year. Anticipated vacancies for next school year should not be included.
- 2) Please list only unfilled budgeted special education positions that are not filled by permanent employees.
 - A permanent employee may be on a waiver.
 - A substitute or other temporarily assigned person who is "filling in" for a specific period is not a permanent employee.
 - If the district has positions filled with contracted employees and are not actively seeking to fill the position with a district employee, that position is considered to be filled; if the district is looking for a district employee for the position, that position is considered vacant, even though services are currently being provided by a correctly licensed person.
- 3) The editable fields are:
 - **Available date:** If an employee left, this would be the date they left. If the position has not been filled by a permanent employee all year, the date would be either the start of the school year or the actual date in a previous year the position became vacant (if not known, the start of the school year may be used).
 - **New/Replace:** A new position is one that has not been filled in the past. Replace means the position is currently not filled by a permanent employee, but has been in the past.

Please review your Vacancy report and verify all entries are correct before the deadline.

If there are no vacancies, it is not necessary to enter anything or send an email. If you do not enter anything, it will be presumed that all district positions are filled with permanent employees.

As always thanks for all your hard work, patience, and help!

To select positions for the Vacancy Report:

On the Position Page

Actions	Type	Local Position #	Current Employee	CAPS Position #	Supervisor Position #	Building #	Area	Low Level	High Level	Contracted FTE	Additional Assignment	Employee Count
Actions: (Choose) View Position Edit Position Delete Position Add Para Add Employee Add to Vacancy	P	test IT		D04890109		9374	OT	IT	IT	1.00	No	0

This brings up:

Vacancy Position:

Local Position Number: * CAPS Position Number:

Additional Assignment: Term: ▼

Non Professional: Supervisor CAPS Position #:

Building Number: ▼ * Area: ▼ *

Low Level: ▼ High Level: ▼

Contracted FTE: Approved Hours:

No employees are assigned to this position.

Available Date: Position Type: P New/Replace: Area: OT - Occupational Therapy Low Level: IT High Level: IT FTE: 1.00

The available date automatically fills with the start date on your calendar, You can adjust that date, then select new or replace, save, you should get the message “Record updated successfully”, then click “Return to Position Page” to be returned to the position page.

The positions marked for vacancy will have a wider action dropdown

Actions
Actions: (Choose) ▼
Actions: (Choose) ▼
Actions: (Choose) ▼

You can unselect a position from the vacancy report by selecting “remove from Vacancy.”

Actions:
(Choose)
View Position
Add Para
Add Employee
Edit Employee
Remove From Vacancy