

Fall Vacancy Report Instructions:

All districts are required to submit a Fall Vacancy report during the first semester of the school year. 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:

- Elementary/Early Childhood assignments
- Middle/Secondary/SPED/Specialist/Leadership assignments
- CTE Assignments
- Pathways Not Taught

What is a vacancy?

- any position that is **not filled**

OR

- any position filled with a person who **does not hold an appropriate Kansas teaching license for the assignment – this includes anyone teaching with:**
 - expired license (or never licensed)
 - substitute license
 - emergency substitute license
 - including extensions on the number of days under an esub
 - licensed, but unqualified for the assignment (doesn't hold the correct endorsement for the assignment).

A position taught by an individual under a Waiver for SPED, a Provisional license, a Restricted teaching license, a Limited Apprentice License or a Limited TAP license is **NOT** a vacancy.

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

Submission of Fall Vacancy Report within EDCS

Once logged into EDCS select the school year.

← → ↻ 🏠 <https://apps.ksde.org/EDCS/Welcome.aspx>

KANSAS **EDCS**
DEPARTMENT OF EDUCATION

Manage Applications
Logout

User: Stephen Carter District: KSDE Building: 0000 Access Level: KSDE Admin
Welcome

School Year: 2021-2022 Click 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.

EDCS is now open. You may enter data for the 2021-2022 School Year Licensed Personnel Report.

The Fall Vacancy Report is now open for submission.

The Fall Vacancy Report is due September 27, 2021.

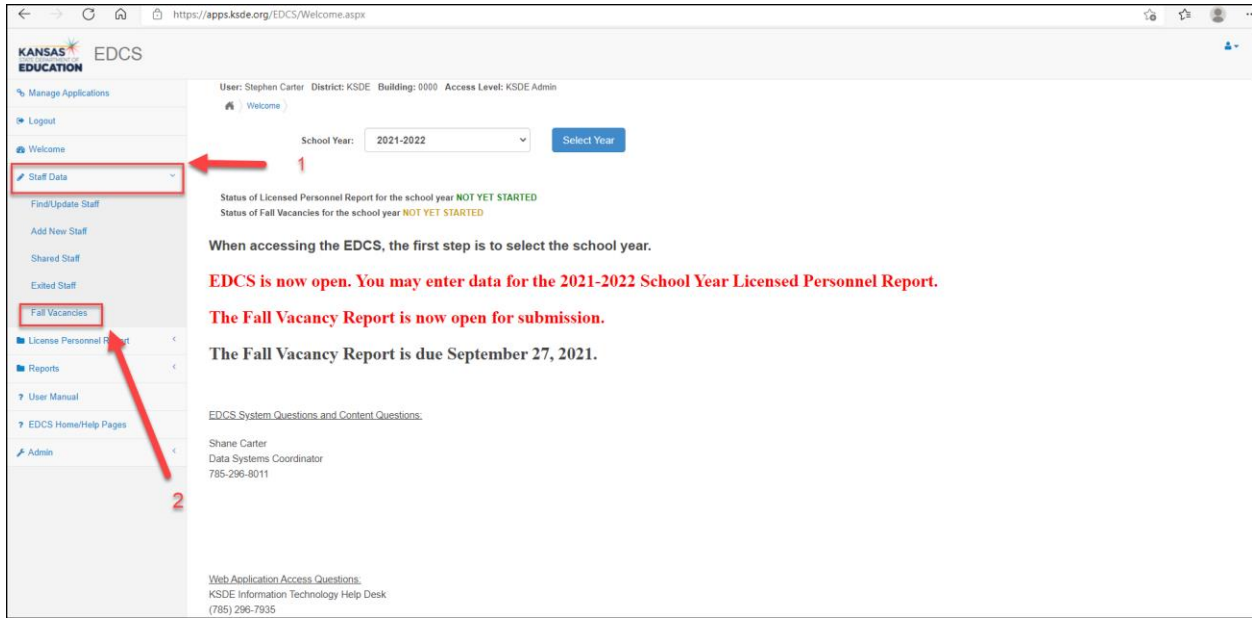
EDCS System Questions and Content Questions:

Shane Carter
Data Systems Coordinator
785-296-8011

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

The Fall Vacancies report is listed under the “Staff Data” section on the left side of the screen. To access the report:

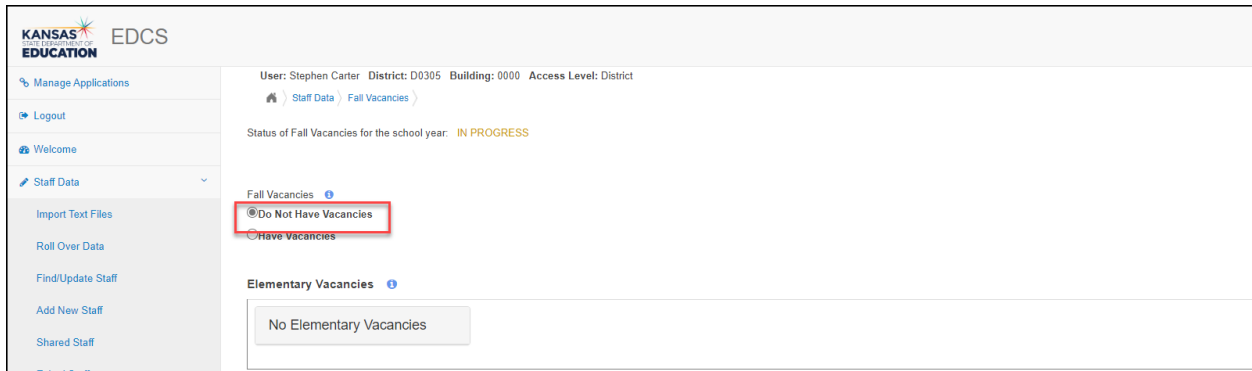
1. Un-collapse Staff Data
2. Select Fall Vacancies



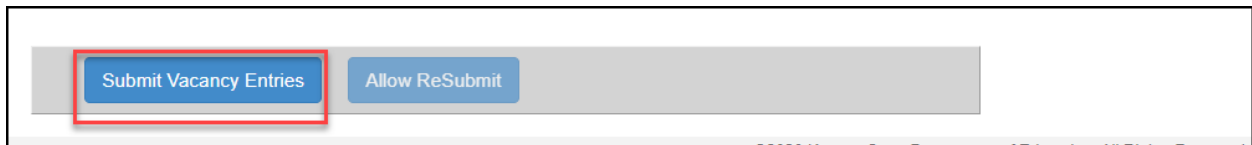
Once in Fall Vacancies, select either “Do Not Have Vacancies” or “Have Vacancies”.

No Vacancies to Report

Select “Do Not Have Vacancies”.



Scroll to the bottom of the page and select “Submit Vacancy Entries” to submit report.



Vacancies to Report

Select “Have Vacancies”, and then add vacancies as necessary.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Stephen Carter District: D0305 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

Elementary and Early Childhood Vacancies

In the Elementary Vacancies section, report vacant positions for elementary and early childhood. Select the “Add Elementary Vacancy Entry” button to enter a vacancy.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Stephen Carter District: D0305 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

Select  to add a vacancy.

User: Stephen Carter District: D0305 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.

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 Contain ----- Select Subject ----- Single Grade Self Contained Departmentalized						- Select Vacancy Reason -

Add Elementary Vacancy Entry

If Elementary is selected, select either Single Grade Self-Contained or Departmentalized as the subject.

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 Contain ----- Select Subject ----- Single Grade Self Contained Departmentalized						- Select Vacancy Reason -

Add Elementary Vacancy Entry



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

User: Stephen Carter District: D0365 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 Contain						- Select Vacancy Reason -

[Add Elementary Vacancy Entry](#)


Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

No Vacancies



[Add Vacancy Entry](#)

Vacancy Reason Dropdown:

- 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

Select  to save the vacancy.


Elementary Vacancies

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
 	Elementary	Single Grade Self Contain						Personnel


[Add Elementary Vacancy Entry](#)

Select “Add Elementary Vacancy Entry” to add additional elementary or early childhood vacancies.



Elementary Vacancies

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
	Elementary	Single Grade Self Contained						Personnel

[Add Elementary Vacancy Entry](#)

Select  to edit a saved vacancy.

Elementary Vacancies

	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason
 	Elementary	Single Grade Self Contained						Personnel

[Add Elementary Vacancy Entry](#)

Edit tooltip: Edit

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

Elementary Vacancies									
	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason	
	Elementary	Single Grade Self Contained						Personnel	
	Elementary	----- Select Subject ----- ----- Select Subject ----- Single Grade Self Contained Departmentalized						- Select Vacancy Reason -	
Add Elementary Vacancy Entry									

Selecting Departmentalized will allow selection of the specific assignment(s) the vacancy encompasses.

Elementary Vacancies									
	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason	
	Elementary	Single Grade Self Contained						Personnel	
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Budget	
Add Elementary Vacancy Entry									

If the subject is not Math, Science, English/Language Arts, or Social Studies, type the assignment in the editable "Other" box. Below is an example for a computer assignment.

Elementary Vacancies									
	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason	
	Elementary	Single Grade Self Contained						Personnel	
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computers	Budget	
Add Elementary Vacancy Entry									

Select the to save the vacancy.

Elementary Vacancies									
	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason	
	Elementary	Single Grade Self Contained						Personnel	
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computers	Budget	
Add Elementary Vacancy Entry									

Select to delete a saved vacancy.

Elementary Vacancies									
	Elementary Type	Subject	Math	Science	English / Language Arts	Social Studies	Other	Vacancy Reason	
	Elementary	Single Grade Self Contained						Personnel	
	Elementary	Departmentalized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computers	Budget	

If Early Childhood is selected, the subject options are General Education, Special Education, or Integrated (Special Education and General Education). Select the appropriate early childhood type, then select the vacancy reason and save the entry.

Elementary Vacancies ⓘ

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

Add Elementary Vacancy Entry

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

Select the “Add Vacancy Entry” button to enter a vacancy.

Elementary Vacancies ⓘ

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

Add Elementary Vacancy Entry

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

No Vacancies

Add Vacancy Entry

Select to enter a vacancy.

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies

	Educator Type (Non Elementary)	Subject Area	Non-Teaching	Vacancy Reason	
	- Need Selection -	- Select Subject Area -		- Select Vacancy Reason -	

Add Vacancy Entry

Select the appropriate educator type, subject area, non-teaching area (for specialist and leadership), and vacancy reason.


Middle Level/Secondary/SPED/Specialist/Leadership Vacancies


	Educator Type (Non Elementary)	Subject Area	Non-Teaching	Vacancy Reason	
	Leadership/Administr	Leadership / Administr	Superintendent	No fully-qualified applicants based on endorsement area	

Add Vacancy Entry

CTE Vacancies ⓘ

No CTE Vacancies

Select the  to save the vacancy.

Middle Level/Secondary/SPED/Specialist/Leadership Vacancies				
	Educator Type (Non Elementary)	Subject Area	Non-Teaching	Vacancy Reason
 	Leadership/Administrative	Leadership / Administrative	Superintendent	No fully-qualified applicants based on endorsement area

[Add Vacancy Entry](#)

Select the “Add Vacancy Entry” to enter additional vacancies.


CTE Vacancies



Report vacant district approved pathway positions in this section. Select the “Add CTE Vacancy Entry” button.

CTE Vacancies 


No CTE Vacancies

[Add CTE Vacancy Entries](#)

Select  to enter a vacancy.

CTE Vacancies 		
	Pathway	Subject Area
	- Need Selection -	None Selected

[Add CTE Vacancy Entries](#)

Select the pathway from the list of approved pathways and select the subject area. Select  to save the vacancy. Select the “Add CTE Vacancy Entry button” to enter additional CTE vacancies.

CTE Vacancies 		
	Pathway	Subject Area
 	Marketing	None Selected

[Add CTE Vacancy Entries](#)

Pathways Not Taught

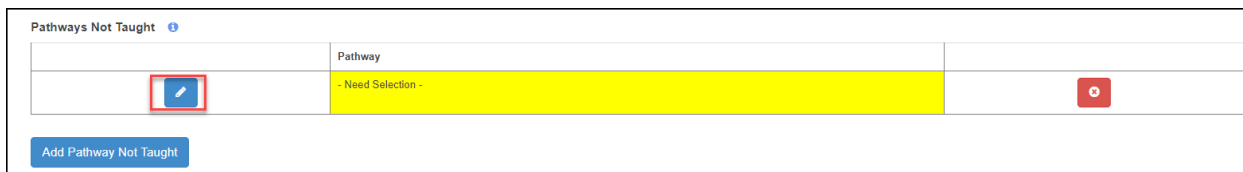
Report pathways the district would like to offer but cannot due to not having appropriate staff members to teach the courses in the pathway. Select the “Add Pathway Not Taught” button.

Pathways Not Taught 

No Pathways

[Add Pathway Not Taught](#)

Select  to enter a Pathway not taught.

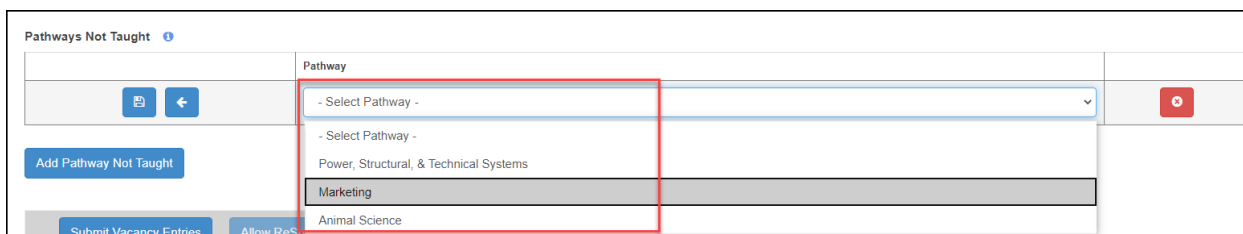


Pathways Not Taught

Pathway
- Need Selection -

Add Pathway Not Taught

Select the Pathway name.




Pathways Not Taught

Pathway
- Select Pathway -
- Select Pathway -
Power, Structural, & Technical Systems
Marketing
Animal Science

Add Pathway Not Taught

Submit Vacancy Entries Allow ReSubmit

Select the  to save the Pathway.



Pathways Not Taught

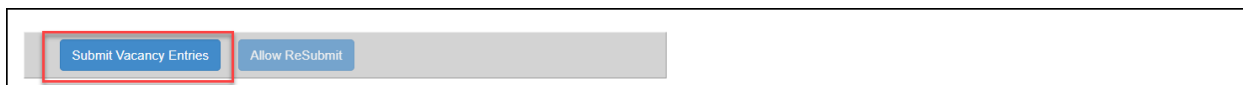
Pathway
Marketing

Add Pathway Not Taught

Select the “Add Pathway Not Taught” button to enter additional Pathways.

Submitting the Report

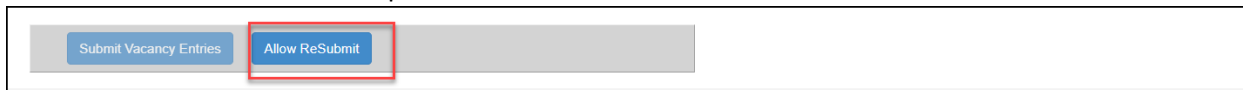
Once all vacancy information has been entered, select the “Submit Vacancy Entries” button at the bottom of the screen. Once the “Submit Vacancy Entries” button is selected, the report is complete.



Submit Vacancy Entries Allow ReSubmit

Editing a Submitted Report

District users may select the “Allow ReSubmit” button to edit a submitted report. District users do not need to contact TLA personnel to re-submit report. After edits are made, select the “Submit Vacancy Entries” button to submit the report.



Submit Vacancy Entries Allow ReSubmit