Teacher Career Pathways Teacher Leadership Guides
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I'm an educator (teacher, teacher leader, paraprofessional, everyone!)

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- How do I view my stipend information?

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- How do I view the teacher leaders I work with?

FAQs

- How do I log into GHR?
- How is projected eligibility calculated for teacher leader roles?
- Who do I contact if I have questions about my projected teacher leader eligibility?
- Who do I contact if any of the information appears incorrect?

Quick Start Definitions:

A **mentor**, in Infor GHR, is a teacher leader

A **mentee**, in Infor GHR, is someone who is on the team of a teacher leader
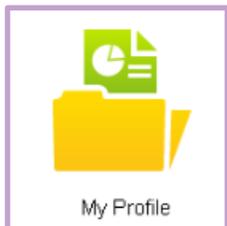
Step 1: Login to Infor GHR

Step 2: Click Employee Space

Employee

Step 3: Click My Profile

My Profile

I'm an educator.
How do I view my projected teacher leader eligibility through my Employee Profile?

ABBY ABOTT's Profile

🖫 Save   ✏ Change Pay Rate   ♟ Promote   🖳 Transfer   ☒ Terminate

At A Glance

Work Assignments

Personal Information

Compensation

Work Preferences

Performance

Talent Profile

Screenings

Goals

Activities

Learning Checklists

Mentors

ABBY ABOTT - 31214
ABBY_ABOTT@dpsk12.org
Employment ID 100015676
Organization Unit 172 Teachers
Location GREENLEE ELEMENTARY ECE-5
Direct Supervisor PATTI PRINCIPAL

Pay Rate 37.349 USD
Work Phone 720-424-6818 46818

Dates & Service

Birthdate 11/06
Start Date 03/10/2006
Years Of Service 9.56
Adjusted Start Date 10/16/2006
Adjusted Years Of Service 8.96
Anniversary Date 06/15/1999

General

Home Country US
Relationship To Organization Employee
Relationship Status Active
Work Type With Benefits
Working Remotely No
Legacy Employment Number 38681596

Teacher Leadership - Projected Eligibility

Team Lead Eligible   Specialist Eligible   New Teacher Ambassador Eligible

Current Mentor Information

Teacher Leader / Mentor Type Team Lead

If you are a teacher leader, your mentor/teacher leader type will be displayed here. Examples of **mentor types** include Team Lead, Team Specialist, and New Teacher Ambassador.

The **Teacher Leadership – Projected Eligibility** data fields indicate whether you are projected to be eligible to be hired, in the next academic year, in each of the three Teacher Leader roles – Team Lead, Team Specialist, and New Teacher Ambassador. Projected eligibility is based on a teacher's LEAP evaluations; please see the FAQ section of this guide for more detail. There are four possible values for projected eligibility: Eligible, Not Eligible, Insufficient Data (a new teacher, for example, won't have any LEAP evaluations), or Not Applicable. "Not Applicable" is the default value for all non-teacher employees and for a teacher's first year with DPS.

Updated 9.28.15

Step 1: Login to Infor GHR

infor

Step 2: Click Mentor

Mentor

Step 3: Click My Mentees

My Mentees

I'm a teacher leader.
How do I view the teachers on my team?
(i.e. the teachers I work with)

My Mentees

Options ↻   ?

Actions ▾   Options ▾   DrillAround™ ▾   🗋 📂 🗑 🔍   My Mentees

Name	Employment ID	Primary Position	Organization Unit	Location
ALLEN, TAMRA	100017586	41988	172 Teachers	GREENLEE ELEMENTARY ECE-5

A list of the teachers with whom you work will appear as well as supporting details about their employment. Double clicking will open their employee profile.

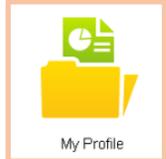For Team Leads, the teachers that appear here should be the same as the teachers on your team in SchoolNet.

Step 1: Login to Infor GHR

infor

Step 2: Click Employee Space

Employee

Step 3: Click My Profile

My Profile

Step 4: Click Compensation

Compensation

Step 5: Double Click Teacher Leader Position row

Step 6: Click Allowances & Other …

Allowances & Other …

I'm a teacher leader. How do I view my stipend information?

ABBY ABOTT'sProfile

💾 Save   🔧 Change Name

	Position	Full Time Equivalent	Pay Rate	Total Pay Rate	Currency
				≫ Compensation By Work Assignment	
	31214	1.000000	37.349	37.349	USD
	57053	0.001000	0.001	0.001	USD

At A Glance
Work Assignments
Personal Information
Compensation **Step 4**
Work Preferen

Step 5

Double click to open the position number containing the stipend. The position with a pay rate of .001 contains the stipend

ABBY -TEACHER LEADER- ABOTT's Compensation Profile: 57053

🖨 Printable Current Compensation

Overview
Pay Rate History
Allowances & Other …
Compensation Pro… **Step 6**
Equity Grants

	Amount	Currency	Description	Begin Date	End Date
			≫ Allowances Not Included In Total Pay Rate		
	200.00	USD	Teacher Leader Program	08/17/2015	06/07/2016

The stipend appears here. Stipends that have the same begin and end date are paid once. Stipends that have different begin and end dates are paid monthly. For example, Team Lead stipends are paid monthly, and Team Specialist stipends are paid twice a year.
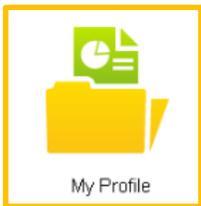
Step 1: Login to Infor GHR

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Step 2: Click Employee Space

Employee

Step 3: Click My Profile

My Profile

Step 4: Click Mentors

Mentors

I'm a teacher.
How do I view the teacher leaders I work with?

TAMRA ALLEN'sProfile

💾 Save 🔧 Change Name

- At A Glance
- Work Assignments
- Personal Information
- Compensation
- Work Preferences
- Performance
- Talent Profile
- Goals
- Activities
- **Mentors** *Step 4*

Mentors

Name	Employment ID	Primary Position	Primary Organization Unit	Primary Location
ABOTT, ABBY	100015676	31214	172 Teachers	GREENLEE ELEMENTARY ECE-5

Your teacher leaders are listed here. Please note that you could have multiple teacher leaders – a Team Lead, a Team Specialist, and/or a New Teacher Ambassador.

Updated 9.28.15

Step 1: Click this URL

https://districtcentral.dpsk12.org/lawson/dps/MonthlyNotices/monthlynotice_ghr.htm

Step 2: Click the link to Manager and Employee Space

Click here to access Employee and Manager Space
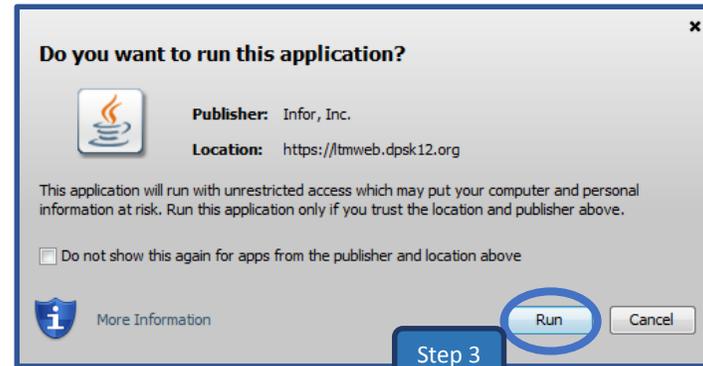
Step 3: Click Run

Run

Step 4: Enter Username/Password
(same as other DPS login credentials)

Step 5: Click Login

Login

FAQs
1. How do I log into GHR?

Do you want to run this application?

| Publisher: | Infor, Inc. |
| Location: | https://ltmweb.dpsk12.org |

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

☐ Do not show this again for apps from the publisher and location above

More Information   Run   Cancel

Step 3

infor™

Infor Rich Client

Product Version: 10.1.1.23.4498 2015-06-10 20:43:03

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Login Name: [   ]   Password: [   ]

Step 5   Login

FAQs, cont'd

1. How is projected eligibility calculated for teacher leader roles? *To be projected to be eligible for a Senior Team Lead, Team Lead, or Team Specialist role, a teacher must have demonstrated effectiveness through an Effective or Distinguished rating on the final, end-of-year LEAP rating from the previous year. Eligibility for these roles must be <u>confirmed</u> through an Effective of Distinguished rating on the final, end-of-year LEAP rating for the current year, and through completion of required onboarding or training certifications. All current DPS teachers are projected to be eligible for a New Teacher Ambassador role. The possible values for projected eligibility include:*
   * *Eligible*
   * *Not eligible*
   * *Insufficient data – This value will be displayed for new teachers who don't have a sufficient history of year-end LEAP ratings*
   * *Not applicable – This value is the default value for all non-teachers and for a teacher's first year at DPS. Please note that a current employee who was a teacher in the past, whether at DPS or in another district, could be deemed eligible after review by the Teacher Career Pathways team; the TCP team would enter a new value after completing their assessment.*

2. Who do I contact if I have questions about my projected teacher leader eligibility? *Contact the Teacher Career Pathway team by sending an e-mail to <u>TeacherLeader@dpsk12.org</u>.*
3. Who do I contact if <u>any</u> of the information appears incorrect? *Contact the Teacher Career Pathway team by sending an e-mail to <u>TeacherLeader@dpsk12.org</u>.*