Appendix F: Job Function Access

The following job functions do not grant access for any ProgressBook application; however, the information is submitted to EMIS and any relevant staff reports as applicable.

- Media Specialist
- EMIS Coordinator
- Technology Coordinator
- Bus Driver
- Attendance Coordinator

To find out more about a specific job function and the access it grants in StudentInformation, GradeBook, and/or DataMap, refer to following:

- *"Curriculum Director Job Function"*
- *"Attendance Job Function"*
- *"Master Job Function"*
- *"School Support Job Function"*
- *"School Administrator Job Function"*
- *"Teacher Job Function"*
- *"Principal Job Function"*
- *"Superintendent Job Function"*
- *"Secretary Job Function"*
- *"Curriculum Coordinator Job Function"*
- *"Cafeteria Worker Job Function"*
- *"Counselor Job Function"*
- *"GradeBook - Principal Job Function"*
- *"GradeBook - Guidance Job Function"*

Curriculum Director Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales	

Attendance Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to student daily and period attendance records in the **Absence Queue**, the attendance export to send records to StudentInformation, attendance reports, homerooms, and period/block codes	

Master Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to the GradeBook **Administrator Home Page** for the entire district with edit privileges for all aspects of GradeBook	

School Support Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to homerooms, classes, students, and staff in the school buildings to which they are assigned, as well as all principal role functionality and limited ParentAccess administration	

School Administrator Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to the GradeBook **Administrator Home Page** for the school buildings to which they are assigned with edit privileges for named codes, calendars, staff, reporting periods, courses, classes, academic standards, and report cards	

Teacher Job Function		
StudentInformation	**GradeBook**	**DataMap**
• On the **Teacher Menu**, view information for only their students • Displays in the **Teacher** dual listbox for applicable reports • Displays in the **Teacher** drop-down list for applicable screens	• Access to GradeBook's grade book features and SpecialServices Classic (if it is enabled) for the classes and students to which they are assigned	• Access to all students who have a course section with that staff member for the school/district and school year • On the **Assessment Comparison** screen, when a **Search Type** of **Teacher** is selected, has access to only their own students' data

Principal Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to all clerical options that the **Attendance** and **Secretary** job functions can access as well as eligibility reports and student progress reports • View student progress in ParentAccess as well as teacher grade book information, including **GradeBook Grid**, **5 Day Planner**, lesson plan reports, and class progress reports	• Access to all students within the school/district and school year • On the **Assessment Comparison** screen, when a **Search Type** of **Teacher** is selected, also has access to data for all teachers within the school/district

Superintendent Job Function		
StudentInformation	**GradeBook**	**DataMap**
• Displays on Transcript (R702) and Report Card (R700) (with the proper keyword)		• Access to all students within the school/district and school year • On the **Assessment Comparison** screen, when a **Search Type** of **Teacher** is selected, also has access to data for all teachers within the district

Secretary Job Function		
StudentInformation	**GradeBook (Clerk)**	**DataMap**
	• Access to all attendance options that the **Attendance** job function can access as well as report cards • View report card and interim grades by student and ParentAccess user account maintenance and extracts	

Curriculum Coordinator Job Function		
StudentInformation	**GradeBook (Curriculum Director)**	**DataMap**
	• Access to lesson plans, lesson plan reports, academic standards maintenance, and grading scales	

Cafeteria Worker Job Function		
StudentInformation	**GradeBook (Cafeteria)**	**DataMap**
	• Access to update lunch choices and lunch count reports	

Counselor Job Function		
StudentInformation	**GradeBook (Guidance)**	**DataMap**
• Grants access to the **Counselor Maintenance** screen and **Counselor Comments** screen • Displays in the **Counselor** dual listbox for applicable reports • Displays in the **Counselor** drop-down list for applicable screens	• Access to student progress reports and viewing student progress in ParentAccess	• Access to all students for whom the staff member is a counselor within the school/district and school year

GradeBook - Principal Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to all clerical options that the attendance and clerical roles can access as well as eligibility reports and student progress reports • View student progress in ParentAccess as well as teacher grade book information, including **GradeBook Grid**, **5 Day Planner**, lesson plan reports, and class progress reports	

GradeBook - Guidance Job Function		
StudentInformation	**GradeBook**	**DataMap**
	• Access to student progress reports and viewing student progress in ParentAccess	