



Selecting a role for users

Each role in the COPMS allows for different levels of privileges in the system. Please review the table below to select the most appropriate role for each user.

| Role Code | Role Name | Role Permissions |
|-----------|---|--|
| T | Teacher* | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| AU | SSP - Audiologist | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| PY | SSP - Psychologist | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| NR | SSP - Nurse | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| PT | SSP - Physical Therapist | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| OT | SSP - Occupational Therapist | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| CN | SSP - Counselor | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| SW | SSP - Social Worker | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| LP | SSP - Speech Language Pathologist | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| MS | SSP – Orientation and Mobility Specialist | <ul style="list-style-type: none"> Complete all the components of their evaluation. |
| P | Principal | <ul style="list-style-type: none"> Complete all the components of their evaluation. Evaluate educators. Manage all the educators in their building, including assigning evaluators. Building Settings: Define MSL/MSO Templates, Adjust Assessment due dates |
| AP | Assistant Principal | <ul style="list-style-type: none"> Complete all the components of their evaluation. Evaluate educators. Can view all evaluators in their building, but cannot edit. Can view all building settings, but cannot edit. |
| SI | Superintendent/Designee | <ul style="list-style-type: none"> Does not have a personal evaluation. Evaluates others. Manages all the evaluators in the district. MSL Template Definition Run district-level reports. Set LEA settings (PP/MSL weightings, upload district graphic, set minimum requirements) MSL Template Definition |



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|----|--------------------------|--|
| AS | BOCES Executive Director | <ul style="list-style-type: none">• Does not have a personal evaluation.• Evaluates others.• Manages all the evaluators in the district.• MSL Template Definition• Run district-level reports.• Set LEA settings (PP/MSL weightings, upload district graphic, set minimum requirements)• MSL Template Definition |
| HR | HR Administrator* | <ul style="list-style-type: none">• Does not have a personal evaluation.• Does not evaluate educators.• View access to all evaluators in district, but cannot edit.• View access to LEA settings, but cannot edit.• Run district-level reports. |
| EV | Evaluator Only | <ul style="list-style-type: none">• Does not have a personal evaluation.• Evaluates others. |

*For teachers and HR staff that evaluate, the user can “opt-in” as an evaluator by visiting their dashboard, selecting their User Profile, and then clicking on Evaluator Training. They can confirm their Evaluator Training on that page which will allow them to be added to the list of available evaluators. If a teacher completes this action, they can evaluate for their school, for HR, it is at the district level. If you have a teacher or other personnel who evaluates at the district level, you should add them as an EV with no associated school code.

Users in more than one role

The system only allows one role per school building and one role at the district level for users. If there is a need for someone to be in more than one school, but not be district-level, they will need to be added to each school individually in IDM (or a separate line item if completing the template).

If you have an individual who can be evaluated on multiple rubrics, CDE recommends using the rubric in which the individual spends the majority of their time. For example, if an individual is employed as both a teacher (75%) and counselor (25%) at the same school, a teacher rubric should be used. If the individual truly has a 50/50 split for their time, CDE recommends that the individual only complete one rubric per academic year.